



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

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Phoenix, Arizona
November 1, 2005

MEMO

To: Arizona Real Estate Schools

From: Cindy Wilkinson, Director, Licensing and Professional Education Division, ADRE

Re: Update

Public Database - Information about *currently approved* schools, courses, and instructors is now available from the Department's Public Database, accessible from our webpage, www.azre.gov. Course numbers are intentionally not included.

Course Approval - There seems to be some misunderstanding between school operators and the Department about course approval. Under A.R.S. § 32-2135, a school must request and receive a Certificate of Course Approval before it may present a course for credit. If a school does not have a Certificate of Course Approval for a particular course, the school cannot present the course for credit or advertise it as approved.

Approval of a course is linked to a school, not to an instructor, and (a Certificate of) Course Approval is issued to a specific school. When a school wants to present for credit a course for which another school has been issued course approval, the school seeking subsequent approval must first obtain a Certificate of Course Approval issued to it for the course. Once a certificate of course approval has been issued to a particular school for a particular course, it may present the course (in Arizona) as many times as it wishes upon providing 14 days advance notice to the Department of the time, date, and location. If presented out-of-state, the Commissioner will determine whether the school must videotape the course or make arrangements for the course to be monitored (substantial advance notice is recommended when an approved course will be presented out-of-state).

Current Course Approval - Many of you have been receiving periodic correspondence from the Department about discrepancies in the information shown on certificates you have issued and information in our records. In many cases, the school has issued credit to students for courses for which approval has expired. In other cases, the course number is listed incorrectly on the certificate or credit is issued in a different category than the course was approved for. We have been honoring these certificates, but cannot continue to do so. It is the school's responsibility to ensure that credit issued for a course is consistent with the approval granted, including not continuing to present a course once approval of the course has expired. In a few cases, it has been an error in the Department's records, and we appreciate your prompt response in helping us correct those records. Please make sure that you are issuing credit hours properly.

Remember to file notice of your scheduled of approved courses at least 14 days before the date you will present the course. Include school name, course title and number, instructor name, date, time and location.

STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

Arizona Real Estate School - Update

Page 2

November 1, 2005

State License Examinations - Exporior would appreciate your assistance by encouraging candidates to register for the state license examination online, at www.exporioronline.com.

Exporior is transitioning to its new name, Thomson Prometric, and will have expanded test site capacity and an additional test site opening soon. As part of the transition, Thomson Prometric expects two days of downtime, anticipated to occur Nov. 12-13, 2005, when examinations will not be scheduled.

The updated Candidate Information Bulletin (CIB) now available. Log on (or have students log on) to www.exporioronline.com or click on this link: <http://www.exporioronline.com/azre.htm>. The Department has updated the link from its webpage to the CIB. Changes include the revised Broker Verification Form (LI-226), and inclusion of forms for license candidates to use to request a waiver of education or experience requirements.

Instructor Waivers/CE Credit - Some instructors routinely request a waiver of the real estate continuing education classes required to renew their real estate licenses for teaching approved classes during their license period. Instructing an approved class *may* qualify for a waiver under Commissioner's Rule R4-28-402 (B)(1)(d). Effective immediately, a waiver will not be granted to an instructor for teaching a course unless it is one that has been developed or substantially revised by that instructor during the license period. Merely teaching the same course year in and year out *will not* qualify for a waiver.

Instructors should not issue continuing education certificates to themselves. If you attend a class at your school, a school administrator may issue credit to you. Alternatively, you may request a waiver from the Department, as discussed above. If issuing a course certificate to yourself is not improper, it at the minimum has the *appearance of impropriety*, and raises the issue of the reliability of the certificate.

Revised Forms - All of the Education forms (except the application for approval of a distance learning course) have been revised, and are available as downloads from the Department's Webpage, www.re.state.az.us. ***Please discard old forms.*** There is one new form you may find particularly useful. Use the Expedited Form when the *combination* of course, instructor & school is all that is new. That is, the school, course, and instructor are all currently approved, but the school hasn't received approval to teach the course. You'll find instructions on each form. If you have additional questions, please let me know. A set is attached for your convenience. [The revisions and update to the prescribed curricula and pre-defined course objectives for the pre-license courses, referenced in the Application for Certificate of Course Approval, are almost complete.]

Lawbook Update / Revised Rules - We expect to have the updated Lawbook in the very near future, and copies will be available for sale. For your information, we are also planning to change the manner in which the statutes and rules are available and accessed on-line; we understand the current manner is difficult to use.

Webpage - We're also working to improve the information available and reformat our webpage to make it easier to navigate in the not-too-distant future. If you have specific suggestions, please drop me an email.

cw 10/27/2005/